



Trempealeau County Opening Jailer (Full-Time)

Trempealeau County is seeking a full-time Jailer. This recruitment will also be used to establish a candidate list for filling potential future vacancies.

PURPOSE OF POSITION:

The purpose of position in this classification is to perform jail safety and security duties and to perform other duties and responsibilities as assigned. The work is performed during an assigned shift and under the supervision of the Jail Sergeant and / or Jail Administrator.

REQUIRED QUALIFICATIONS:

High school diploma or equivalent. A valid motor vehicle operator's license required. Must successfully complete Transaction Information for Management of Enforcement (TIME) certification, Wisconsin Jailer certification training (160 hours), CPR/AED certifications, Field Training Program and computer database management training/experience preferred. U.S. citizenship, age of majority, and absence of physical, emotional or mental conditions which may affect performance required. Ability to effectively communicate using the Spanish language a plus. Successful candidate subject to pre-employment/post-offer drug screen, physical screen, psychological exam, and extensive background check.

COMPENSATION / BENEFITS:

The 2019 starting wage for this non-exempt position is \$20.44 to \$23.57 per hour (depending on qualifications), plus benefits. Trempealeau County's compensation plan considers annual wage step increases with earnings up to \$27.87 per hour. A comprehensive benefit package is offered to county employees including health insurance, flex spending account, dependent care reimbursement, pension plan, deferred compensation, dental, vision, short-term disability, life insurance, critical illness insurance, cancer insurance, and accident insurance. Includes paid holidays, sick leave and vacation.

Trempealeau County also accepts applications for the position of Part-Time/Fill-In Jailer on an ongoing basis. Starting rate \$20.44 per hour. Part-Time/Fill-In positions are not eligible for benefits.

All required application materials are available at www.trempealeau.com

Completed application must be received (via mail, email, fax, or hand-delivered) to Human Resources by:

4:30 p.m. April 22, 2019

Trempealeau County Human Resource Department

36245 Main St., PO Box 67, Whitehall, WI 54773

Telephone: 715-538-2311 ext. 213

Fax: 715-538-4776

hr@co.trempealeau.wi.us

Equal Opportunity Employer / Affirmative Action

2019 EMPLOYEE BENEFITS



TREMPEALEAU COUNTY (REGULAR PART-TIME/FULL-TIME EMPLOYEES)

Non-Represented Benefit Package for 2019. A complete packet of benefits information will be provided to the candidate selected for the position. This illustration summarizes the benefits presently offered by Trempealeau County and is not a guarantee of benefits.

Benefit Type	What you receive	Eligible	Who Pays
Medical*	County participates in the State of Wisconsin offered Health Plan. <u>\$500 individual / \$1000 family deductible.</u> Routine/Preventative services- plan pays 100%. Emergency Room copay - \$60 per visit. Annual Wellness Incentive - \$150 gift card for employee & spouse when annual physical or wellness screen is complete.	First of the month following 30 days of employment	County contributes 88% of the lowest cost plan. Employee Contribution Quartz-Community <u>Single Plan: \$86.08/per month</u> <u>Family Plan: \$211.49/per month</u> Premiums vary depending on plan selection. Other plans include WEA Trust West, Security Health Plan Central and Health Partners.
Flex Spending Account (FSA)	\$500 -Single Health Plan \$1000-Family Health Plan County contributes either \$500/\$1000 for each employee enrolling in the county sponsored medical plan.	First of the month following 30 days of employment	Option to contribute up to an additional \$2700 for medical and \$5000 for dependent care per year. Expenses must be incurred January 1, 2019 through March 15, 2020 and submitted for reimbursement by May 31, 2020.
Dental	Delta Dental WI Plan: Preventative (100% no deductible), basic and major (80/50%) and orthodontic (50% with \$1500 individual max) coverage. Deductible \$50/person; \$150/family. Annual max \$1200 per person.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$37.01 / month Employee + 1: \$73.48 / month Family: \$117.21 / month
Vision	Avesis Vision Plan: Eye exams (covered 100% in-network), lenses, frames, contact lenses and discount on Laser Vision Correction.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee: \$10.92 / month Employee + 1: \$19.11 / month Family: \$28.39 / month
Term Life Insurance	Life insurance coverage for yourself, spouse and children. Plan gives you the availability to choose how much life insurance you want and need. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.
Universal Life Insurance	Coverage provides protection while building cash value. Income tax free death benefit to your beneficiary and potential for loans and partial withdrawals base on available cash value. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age and coverage level electing.

Short-Term Disability	Provides financial resources with benefits available up to 60% of your salary during time off work due to illness/injury.	First of the month following 90 days of employment	<u>Employee pays 100%</u> Cost varies based on age and hourly rate of pay.
Group Accident	Lump sum benefit for off the job accidental injuries, pays in addition to other insurances, Low and High plan options available. Wellness benefit up to \$150 (low) \$400 (high) per year for covered individual. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$12.26 / month Employee High: \$18.52 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Cancer	Cancer Insurance to help you manage expenses of treatment (including experimental), pays in addition to other insurances. Plan covers cancer and up to 29 specified diseases. Wellness benefit of \$100 per year for covered individual. Low, Medium and High plan options available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Employee Low: \$16.94 / month Employee Medium: \$24.36 / month Employee High: \$36.14 / month Employee plus children, Employee plus spouse and Family rates also available.
Group Critical Illness	Lump sum benefit for critical illness such as heart attack, stroke, major organ transplant, end stage renal failure. Pays in addition to other insurances Benefit amounts \$2500 - \$20,000 depending on illness. Supplemental benefits also available. Coverage is portable after employment separation.	First of the month following 30 days of employment	<u>Employee pays 100%</u> Cost varies based on age, tobacco use and coverage level electing. Rates per Employee, Employee plus children, Employee plus spouse and Family.
Pension	Wisconsin Retirement System (WRS). Eligible employees are required to pay 50% of the total WRS contribution rate for "general" employees. Pre-taxed.	Date of Hire (<i>may not be eligible for part-time positions</i>)	<u>General employees</u> Employee: 6.55% County: 6.55%
Deferred Compensation	Available plans: WI Deferred Comp (WDC) and Nationwide (NACO). Allows you to invest today for retirement. Federal/State taxes are deferred until your assets are withdrawn.	Anytime	<u>Employee pays 100%</u> Available through payroll deduction (flat rate or percentage).
Vacation*	Accrues per pay period per year as follows. 1 – 5 years of service: 12 days 6-7 years of service: 15 days 8-10 years of service: 18 days 11-15 years of service: 20 days 16-25 years of service: 24 days 26+ years of service: 25 days	Accrual begins Date of Hire – must be here 6 months to begin utilizing accrued time	<u>Payout Upon Separation</u> 100% following 1 year introductory period.
Sick Leave*	Accrues per pay period up to 12 days per year. Max 960 hours.	Accrual begins Date of Hire	<u>Payout Upon Separation</u> Retirement: 100% max 480 hours.
Holidays*	New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, Personal Holiday. <i>Exception Highway employees: Veteran's Day in lieu of President's Day.</i>	Normally granted Holiday off with pay as listed	<u>Payout Upon Separation</u> None. <i>Exception for certain Sheriff's Office employees for holidays earned.</i>

**Pro-rated benefits applicable for positions less than 40 hours per week. Refer to Human Resources for additional information.*

Trempealeau County Position Description

Classification Title:	Jailer	Department:	Sheriff
		FLSA:	Non-exempt
Date:	July 2013	Reports To:	Jail Sergeant and Jail Administrator

Purpose of Classification

The purpose of positions in this classification is to perform jail safety and security duties and to perform other duties and responsibilities as assigned. The work is performed during an assigned shift and under the supervision of the Jail Sergeant and / or Jail Administrator.

Essential Duties and Responsibilities

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the Sheriff.

Maintains safety and security of the jail, inmates, staff, and Public. Maintains inmate control by conducting cell checks, counseling, discipline, mediating, and basic care of inmates.

Administers First Aid, AED, CPR and aids EMS, SWAT and Fire Department in emergencies.

Searches cells for contraband and damage. Conducts pat downs and strip searches of inmates.

Conducts sexual offender registration.

Escorts inmates to/from one area to another in and out of facility (court, appointments, etc.)

Prepares jail reports and maintains activity logs. Relays information to other employees, inmates, court, District Attorney's office, etc. via telephone, mail, court appearances, and various written correspondence.

Distributes medication, meals and mail to inmates.

Retrieves and enters information into State database and in-house computer systems.

Maintains jail and inmate account records. Logs in-coming and out-going inmate mail.

Monitors inmate trustees, huber inmates, and special needs inmates.

Classifies and segregates inmates based on set criteria.

Conducts and submits fingerprints to Crime Information Bureau.

Photographs inmates and prepares photo line-ups.

Contacts Dispatch Center in emergency situations.

Conducts admission and release of prisoners. Completes necessary documents.

Conducts urine, DNA, PBT and Intoximeter testing.

Performs general housekeeping and maintenance duties in the facility as needed and may assist in the operation of laundry equipment.

Maintains physical control of inmates according to policy and procedure. Applies physical force to gain/regain control of resistive or combative inmates, including using physical restraints (handcuffs, leg irons, restraint chair, taser, etc.) as necessary and appropriate.

Assists in inmate programming.

Provides general information to jail visitors and the public. Presents a positive professional image of the Sheriff's Office through telephone, professional, public (etc) and any other contacts during the course of their duties.

Photocopies and faxes information.

Maintains confidentiality as appropriate.

Understands and abides by department policies, procedures and Trempealeau County employee rules as outlined in the Trempealeau County Employee Handbook.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this classification and may also be performed by other unit members.

Performs routine maintenance to equipment.

Assists maintenance department, fire department, EMS, and SWAT team during jail emergencies. Performs cleaning, custodial, and laundry tasks.

Replenishes paper supplies, removes trash/refuse, distributes and stores supplies.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent. A valid Wisconsin motor vehicle operator's license required. Must successfully complete Transaction Information for Management of Enforcement (TIME) certification, Wisconsin Jailer certification training (160 hours), CPR/AED certifications, Field Training Program and computer database management training/experience preferred. U.S. citizenship, age of majority, and absence of physical, emotional or mental conditions which may affect performance required. Extensive background investigation. Ability to effectively communicate using the Spanish language a plus.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade, convince, and/or train others, including the ability to act in a lead worker capacity. Ability to advise and interpret how to apply policies, procedures and standards to specific situations with limited supervision.

Ability to prepare and maintain accurate oral and written reports and records.

Ability to establish and maintain effective working relationships with law enforcement officers, co-workers, the public, other agencies and the inmate population.

Mathematical Ability

Ability to add, subtract, multiply and divide.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning and apply rational judgment in performing diversified work activities.

Ability to exercise the judgment, decisiveness and creativity required in emergency/critical situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria which are clearly measurable.

Physical Requirements

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as intoximeter, PBT, digital camera, computer terminals, jail control panel, photocopier, fax machine, self contained breathing apparatus, pulse oximeter, restraint devices, taser, camera, video equipment, tape recorder, radios, door controls, card scan, fingerprint equipment, laundry equipment, meal carts, keys, chemical sprayers, restraint devices, telephone, and AED.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry.

Ability to exert moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing, and pulling. Ability to exert sufficient physical force to restrain or subdue individuals.

Ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and odors associated with job-related objects, materials and tasks.

Environmental Adaptability

Ability to work under frequently unsafe and uncomfortable conditions where exposure to environmental factors such as odors, toxic agents, irate individuals, intimidation, violence, noise and disease may cause discomfort and where there is a risk of injury.

Trempealeau County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date